

**City of Hayward  
Citizens Advisory Commission  
Regular Meeting**

**Hayward City Hall, Room 2-A  
777 B Street, Hayward, California  
Wednesday, December 15, 2004  
6:30pm**

**HOLIDAY POTLUCK  
(Staff will provide utensils, napkins, and beverages.)**

**Agenda**

- I. Call to Order
- II. Pledge of Allegiance
- III. Attendance
- IV. Public Comments: *(NOTE: The Public Comments section provides an opportunity to address the Citizens Advisory Commission on items not listed on the agenda. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. Approval of November 17, 2004, CAC Meeting Summary Notes
- VI. FY 2005-06 Funding Process Update
- VII. Liaison Reports:
  - 1. Shelter Against Violent Environments: Commissioner McDermott
  - 2. Family Emergency Shelter Coalition: Commissioner Jackson-Walda
  - 3. Community Resources for Independent Living: Commissioner Imazumi
  - 4. Salvation Army: Commissioner Flores
  - 5. Minor Home Repair/Housing Rehabilitation Loan Program: Commissioner Thieman

(over)

- VIII. Staff Report (Non-action items)
  - A. CDBG Programmatic and Financial Summaries
  - B. CDBG-Related Announcements / Advisories
  - C. How CDBG-Funded Construction Schedules are Developed
- IX. Future Agenda Items
- X. Commissioner's General Announcements (Non-Action Items)
- XI. Adjournment

CAC summary notes are available by fax, e-mail, or regular mail. For more information, please call (510) 583-4250.

Please do not wear scented products. Persons with environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 72 hours in advance of the meeting by calling (510) 583-4250, or by calling the TDD line for those with speech and hearing disabilities at (510) 247-3340.



**CITY OF HAYWARD**  
**Citizens Advisory Commission**  
**Summary Notes**  
**November 17, 2004**

**Regular Meeting**

- I. Call to Order:** Vice-Chairperson Mendall called the meeting to order at 6:35 p.m.
- II. Pledge of Allegiance:** Members of the Commission recited the Pledge of Allegiance.
- III. Attendance:** Commissioners in attendance signed the Attendance Sheet.

*Note: Record of attendance is kept from June 2004 through May 2005.*

Commissioners	Present This Meeting	All Meetings Year to Date		Regular Meetings Only Year to Date	
		Present	Absent	Present	Absent
April Chan	O	4	2	4	2
Launa M. Craig	X	6	0	6	0
Ramona Flores	X	4	2	4	2
Hilda "Chris" Harris (1)	X	5	0	5	0
Robert Imazumi	O	1	5	1	5
Sylvia Jackson	X	5	1	5	1
Tina Jackson-Walda	O	4	2	4	2
Rodney Loche	X	3	3	3	3
Dianne McDermott	X	5	1	5	1
Al Mendall *	X	6	0	6	0
Martin Nnam	X	5	1	5	1
Glorious K. Pulliam	X	4	2	4	2
Beverly Reliford	X	5	1	5	1
Diana Schaufler	X	6	0	6	0
Bonnie Thieman	X	4	2	4	2

\* *Chairperson*

(1) Term started July 2004

**Staff in Attendance:** Anne Culver, Community Development Specialist  
Dana Bailey, Community Programs Specialist

**Guest in Attendance:** Barbara Bernstein, Eden Information & Referral

**IV. Public Comments:** Ms. Bernstein thanked the Commission for the opportunity to attend.

- V. Approval of October 20, 2004 Summary Notes:** Commissioner Mendall noted that Commissioner Pulliam's attendance at the October 15, 2004 Funding Forum was omitted. Commissioner Craig made a motion to approve the minutes as amended. Commissioner Jackson seconded the motion, which passed unanimously.
- VI. FY 2005-06 Funding Process Update:** Ms. Culver reported the funding process is underway, and there have been a number of requests for technical assistance from applicants. In addition, the RFP has been posted on the City's website, and advertised on the City's cable television station.
- VII. "Citizen's Advisory Commission Best Practices" Document Discussion:** Commissioner Mendall solicited comments on the revised Best Practices document distributed with the October 20, 2004 Summary Notes. Following a brief discussion, Commissioner Craig made a motion that the document be adopted by the Commission. Commissioner Flores seconded the motion, and the motion was approved unanimously.
- VIII. Revision of CDBG Application Form 5 Questions:** This item was placed on the agenda for discussion as a follow-up item from the October CAC meeting, when the Commission was informed that Form 5 had been removed from the FY 05-06 CDBG Application. The reason for the form's removal was that staff considered the questions it contained to be phrased subjectively, and as a result applicants were interpreting and responding to the questions inconsistently. Staff distributed a revised version of Form 5 for the Commission's review. This form will be distributed to each of the FY 05-06 CDBG applicants, and their written responses will be provided to members of the CAC for consideration in evaluating proposals and developing Funding Recommendations.
- IX. Liaison Reports:**
- **Boys & Girls Club:** Commissioner Pulliam presented an update on the youth activities at the Boys & Girls Club, which are currently being administered by H.A.R.D. The City is acquiring the facility over the next ten years, using a portion of its CDBG funds.
  - **Eden Information & Referral:** – Commissioner Reliford presented a report on Eden Information & Referral, which provides information and referral services to local individuals. Barbara Bernstein, Executive Director of Eden Information & Referral, was in attendance and responded to Commissioners' questions regarding the services provided by Eden I&R.
  - **Emergency Shelter Program:** Commissioner Harris provided a report on the Emergency Shelter Program, and its childcare facility, *A Special Place*. The Emergency Shelter Program is a 32 bed shelter serving women and children who are homeless, and / or victims of domestic violence. *A Special Place* child care center, which is a separate program at a different site, provides licensed infant, toddler, and child care.

- **Family Violence Law Center:** Commissioner Nnam presented his report on the Family Violence Law Center. The mission of FVLC is to end domestic violence and abuse in our community by providing legal, prevention and counseling services for women and their children who have suffered from domestic violence.

**X. Staff Report (Non-action items):**

- A. CDBG Programmatic and Financial Summaries:** Ms. Culver presented an oral programmatic and fiscal update for each of the CDBG-funded projects, including those funded in previous years.
- B. CDBG Related Announcements / Advisories:** Ms. Culver announced that the Alameda County Continuum of Care had recently participated in a Homeless Court intended to assist homeless people address and resolve legal issues.

**XI. Future Agenda Items:**

- Liaison Report: Minor Home Repair & Housing Rehabilitation Loan Program – Commissioner Thieman.
- Discussion: How Schedules for CDBG Funded Construction Projects are Determined and Timelines Developed.

**XII. General Announcement (Non-action Items):**

- Commissioner Schaufler announced the opening of her new documentation and copying business.
- Commissioner McDermott announced the grand opening of a new Fremont Bank branch in Hayward.
- Commissioner Nnam announced that he would be unable to attend the December CAC meeting he will be traveling to Nigeria.
- Commissioner Loché commented on his recent trip to Malawi, Africa.

**XIII. Adjournment:** The meeting adjourned at 8:30pm.